



RED DEER COLLEGE EMPLOYMENT OPPORTUNITY

Human Resources Consultant

Posting Details

Position Information

Position Title

Human Resources Consultant

Job Description

Red Deer College (RDC) has been offering diverse programs and opportunities for learners since it was founded in 1964. In 2018, RDC was given approval by the Government of Alberta to become a recognized university. Looking to this exciting future, RDC is seeking highly qualified, committed faculty and staff to be part of the team of employees who will make this university vision a reality. RDC's transition to a university will impact learners for generations to come, and it will provide amazing career opportunities for employees.

Through the multi-year transition process, the College will become a comprehensive regional teaching university. RDC will grant its own degrees that make sense for industry and regional needs, in addition to offering its current mix of trades, certificates, diplomas, graduate certificates, applied degrees and collaborative degrees. Across this diverse program mix, RDC will continue to provide students with applied learning and research opportunities.

The Human Resources Division is responsible for expanding the organizational capacity for human resource management through ongoing change initiatives, leadership, teamwork, and innovation.

Red Deer College is seeking two (2) experienced **Human Resources Consultants** to provide expert consultative and advisory support on all aspects of human resource management including, but not limited to, labour relations, employee relations, workforce planning, performance management, succession planning, talent management, leadership development, job evaluation, collective bargaining, HR policies/procedures, and on-boarding. The HR Consultant has a strong focus on building relationships with Schools/Divisions to understand their specific needs and to assist them in their strategic business plan objectives. We are driven to deliver exceptional customer service while constantly evolving to improve processes.

Job Duties

Responsibilities of the Human Resources Consultant include:

Labour Relations Consulting

*Provides interpretation, technical expertise and consultative services to supervisors/managers, staff and faculty regarding human resources requirements, Red Deer College Policies and Procedures, Terms and Conditions of Employment, Collective Agreements, and applicable legislation

- Liaises with Unions and the Association and responds to issues/concerns on behalf of Management, works collaboratively with all parties to achieve resolution
- Conducts research and provides background information and recommendations the President and other senior leaders on grievances

- Participates in grievance hearings acting as the Human Resources representative supporting Managers in responding to the President or Senior Leader hearing the grievance
- Prepares grievance responses to the Unions and/or Association in consultation with the Manager of Employee and Labour Relations and/or the Director, Human Resources
- Acts as a Human Resources representative to support legal counsel during arbitration cases, as required
- Assists with preparation/research for collective bargaining and participates in the negotiation process with the College's bargaining agents
- Establishes and maintains a positive working relationship with union and association representatives. Assists management in the preparation of documentation and other correspondence to meet the legal collective agreement

Performance Management and Progressive Discipline Consulting

- Provides interpretation, technical expertise and consultative services to supervisors/managers and staff regarding the Performance Enhancement Program
- Provides best practice, advice and guidance to supervisors/managers when performance improvement plans are required
- Advises managers on the Progressive Discipline process, including assessing whether discipline is appropriate. The HR Consultant identifies and advises of any potential risks of proceeding, assists in the preparation of relevant documentation for discipline or termination of employment and attends meetings with employees and ensures the union/association is notified that a disciplinary meeting is occurring as per collective agreement provisions

Recruitment and Selection

- Provides expertise to supervisors/ managers regarding recruitment and selection best practices
- Consults regarding recruitment processes (includes development of job postings, recommending advertising options, developing interview tools and assessments, participating on selection panels, completing reference checks) as required for Faculty and Exempt positions

Determination & Classification

- Evaluates new and revised AUPE positions to determine bargaining unit affiliation and identification and implementation of required changes to bargaining unit status
- Completes analysis, makes recommendations (and where necessary defends decision in either grievance process or in front of Alberta Labour Relations Board) regarding exemption of positions from bargaining units
- Coordinates the CUPE classification appeal process as required

Claims Management

- Supports the Occupational Health Consultant (OHC) with administration of short/long-term disability claims and WCB claims ensuring that Collective Agreement requirements are adhered to
- Supports supervisors and employees during the claims management process (i.e. backfilling, return to work requirements, roles/responsibilities etc.)
- Liaises with the Unions/Association as required
- Provides research and expertise in the area of duty to accommodate

Development of Human Resources

- Collaborates with the Human Resources team to develop and implement programs to advance the skills of supervisors/managers to maintain a positive and rewarding environment of growth and accomplishment
- Develops online resources for employees and supervisors
- Develops and facilitates training programs (i.e. New Staff & Faculty Onboarding, Management Development) in consultation with stakeholders across the

institution, identifies training needs and recommends training programs and/or develops programs to address these needs

Harassment Investigation

- Conducts investigations in accordance with the Discrimination, Harassment & Bullying policy
- Reviews, plans, organizes and facilitates the investigation process
- Prepares final report and presents investigation findings

Human Resources Planning

- Identifies opportunities for strategic initiatives, deficiencies and areas of potential improvement. Works collaboratively with the appropriate stakeholders to develop and implement solutions
- Conducts research and may survey other organizations/institutions, and presents recommendations based on this information to Senior Administration, as required
- Collaborates with the HRIS Consultant to maintain and ensure completeness and accuracy of confidential personnel records and meet collective agreement reporting requirements
- Collaborates with client groups to assist in the development of HR plans that align with the strategic and operational plans for their Schools/Divisions. This may include reorganization of job duties/positions, development of training and succession plans, assessing skills of employees/work teams and evaluating performance requirements
- Consults with Managers during the budget planning process (including advising on position abolishment process as required) and assists in the preparation of cost estimates

Project Management

- Manages and coordinates projects, as assigned
- Develops and implements Human Resources policies and procedures following the College's policy development process
- Carries out HR department research (i.e. Benchmarking, Balanced Scorecard, Salary Surveys, Client Surveys, etc.) to support Collective Bargaining and to facilitate HR planning

Required Qualifications

- University Degree in Business/Human Resources Management, the Social Sciences or a related field is required and 3-5 years of related human resource generalist and/or consulting experience. An equivalent combination of education and experience may be considered
- Experience with MS Office (Word, Excel, and PowerPoint) and HRMIS software is required
- Related experience working in the post-secondary and/or a unionized environment is desired
- Must have knowledge of relevant legislation

Preferred Qualifications

- CPHR designation is an asset
- Facilitation or training experience is an asset
- Completion of or substantial progress towards completion of Conflict Management Certificate or an Alternative Dispute Resolution Certificate is preferred
- Related experience working in the post-secondary environment is considered an asset

Salary or Hourly?

Salary

Salary

Commensurate with education and experience.

Benefits and Compensation Information

Red Deer College offers a comprehensive benefits package including extended health and dental care through Blue Cross, access to a health spending account, pension plan, generous vacation allotments, credit tuition waivers and opportunities for professional

development funding. Additional time off due to College closures between Christmas and New Year statutory holidays.

Posting Detail Information

Competition Number 2018-E-011

Employment Type Permanent Full-Time

Number of Vacancies 2

Desired Start Date 09/04/2018

Position End Date (if term-certain)

FTE

Hours of Work

Open Date 07/12/2018

Close Date

Open Until Filled Yes

Special Instructions to Applicants These position's will remain open until filled, however the first review of applicants will begin on August 1, 2018.

Selected candidate(s) may be required to complete a TAIS assessment – The TAIS® (The Attentional and Interpersonal Style inventory) Tool.

The start date is negotiable and will depend on the successful candidate's availability.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Do you have experience in assisting with the transition from a college to a university?
 - Yes
 - No
2. How many years of experience do you have in this type of position?
 - 0-1
 - 1-3
 - 3-5
 - 5-7
 - 7+
3. Do you have previous experience working in a Post Secondary Institution?
 - No
 - 1 - 2 Years
 - 3 - 5 Years
 - Over 5 Years
4. Please describe the attributes that will make you a strong candidate for this position

(Open Ended Question)

Documents Needed To Apply

Required Documents

1. Cover Letter

2. Resume
3. References Names and Contact Information

Optional Documents

None

Application Instructions - For more information about Red Deer College, this position or to Apply online, please visit <https://employment.rdc.ab.ca>